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Open Scheduling for Fall 2015 began on Monday, October 27th, 2014 and will remain open through Sunday, January 4th, 2015.

Other Important Dates

12/04/2014: Fall 2015 Open labs in ILC 125 from 2:00pm-4:00pm

12/11/2014: Fall 2015 Open labs in ILC 125 from 9:00am-11:00am

01/02/2015: Fall 2015 Open Labs in ILC 125 from 9:00am-11:00am

01/02/2015 by 5pm: All Common Final Exam Request forms, Room Grids for priority scheduling and Class Permission Number Opt In/Out request forms are due.

As you complete your Fall 2015 Schedule of Classes please notify RCS by email if:

- any sections are meeting together that are both cross-listed and co-convened that need to be in two separate combinations
- you have any courses with components which should be optional for students
- you want to submit component unit template to adjust the workload units attached to your class components

—[Component Unit Assignment Template](#)

- Submit the Class Permissions Opt-In/Out form to be included or excluded in the batch process creating Permission Numbers for each semester

—[Class Permissions Opt-In Form](#)

- If you wish to offer Common Final Exams (may be scheduled for courses which have four or more sections).

—[Common Final Exam Request Form](#)

Fall 2014 Final Exams

Final Exams week is only a few weeks away and Room and Course Scheduling has been working hard to prepare for this important week. Common final exams have been completed and you will be receiving an email confirming your rooms soon. We have begun processing finals event request forms and are processing them in the order they are received. When submitting event requests for Final Exam week please keep in mind that event start and end times should be confined within one of the approved Final Exam time periods. The official Final Exam time periods are 8:00am – 10:00am, 10:30am – 12:30pm, 1:00pm – 3:00pm, 3:30pm – 5:30pm, 6:00pm – 8:00pm and 8:30pm – 10:30pm.

An alternate final exam can be requested, but the exam must still be offered during the regularly scheduled time. To view the Fall 2014 Final Exam schedule you can go to <http://registrar.arizona.edu/schedule2144/exams/2144exams.htm>. If there are any questions about when or where the final exam for a section will be held, do not hesitate to contact our office for clarification.

Combined Sections

What changes will affect all of the sections in the cross-listing and which changes can be made to one section without affecting the other(s)?	
Affects all sections in the combination	Doesn't affect all sections
<ul style="list-style-type: none"> Everything in the Meeting Pattern box and the Instructors for Meeting Pattern box located on the Meetings tab 	Anything on: <ul style="list-style-type: none"> Enrollment Control Basic Data UA Facility Prefer Reserve Cap Notes

iCourse setup

Overview

Beginning with the Spring 2015 semester, an additional Course Offering will be created for courses offered using the Fully Online Instruction Mode. The additional Course Offering, known as the iCourse offering, will appear in the Course Catalog with the same information as the regular Course Offering, with the following exceptions:

- The campus field is left blank for regular course offerings; for iCourse offerings the Campus will be listed as ICRSE.
- The Catalog Print checkbox is checked for regular course offerings; for iCourse offerings this will be left unchecked. This will prevent the course from being duplicated in the Browse Catalog.
- The Fee fields are either blank or have the University-approved Course Fee listed for regular course offerings; for iCourse offerings a \$50 flat fee will be listed.

—In cases where a course with a regular course fee is offered as Fully Online, a case by case determination will be made whether students are responsible for both fees or only the \$50 iCourse fee.

Aside from the new Course Offerings selection for the Fully Online Instruction Mode, individual section setup will remain the same, requiring Fully Online sections to list 999-ONLINE facility ID. The iCourse Campus and the iCourse Location will automatically populate when scheduling Fully Online sections using the iCourse offering.

In the Frequently Asked Questions section of our website is a document that explains how to create Fully Online Sections. Please click on the link in the parenthesis, which will take you directly to the FAQ on our website (rcs.registrar.arizona.edu) and select “How do I create Fully Online sections?”

You can also refer to the [Student Affairs & Enrollment Management Academic Initiatives and Student Success](#) website for more information on iCourses.

This new setup is necessary to facilitate the implementation of the \$50 per class fee for online sections.

Panopto

Panopto is a presentation capture platform that allows you to capture, edit, stream, archive and share recordings. Faculty use Panopto to capture classroom interactions, lecture, presentations, student demonstrations and role-playing scenarios. It is also used to create learning modules to deliver ancillary content or pre-lecture information. Students view recordings from the Internet to review classroom content, assess their peers' work as well as their own, and create recordings for course work (uits.arizona.edu). Please visit the [Office of Instruction and Assessment](#) website and the [University Information Technology Services](#) website for more information on Panopto. Beginning with the Fall 2015 semester, two new room characteristics will be available for you to request. These new room characteristics are in UAccess as codes 33(Lecture Capture-Audio + Screen Cap) and 34(Lecture Capture- Webcam + Screen Cap).

FALL 2015	33: Lecture Capture-Audio and Screen Cap	34: Lecture Capture-Webcam and Screen Cap
Description	This characteristic will request a room with an audio feed from the classroom public address system and Imagemate software to display an image from the document camera on the classroom computer for capture.	This characteristic will request a room with a web camera with a microphone and Imagemate software to display an image from the document camera on the classroom computer for capture.
Specifications	Mobile audio, Document camera, and Screen Capture	Small room designed to capture lecture station faculty voice and screen capture; sources: screen, audio, computer; teaching station audio, video, screen, document camera
Rooms with this technology	CCP 108 EDUC 211 ILC 120, 130, 140, 150 SU Gallagher	BIO W 208, 210, 212, 219, 237 ECE 107 EDUC 240, 308, 331 333, 337, 341, 432, 502, 535 HARV 101, *102, 115, 204, *210, 302, 313, 316, 318, 319, 404, 415

*HARV 102 can capture the whiteboard

*HARV 210 can capture part of the whiteboard and teaching station